



Indiana Department of Education

SUPPORTING STUDENT SUCCESS

MEMORANDUM

TO: Superintendents
Principals

FROM: Shawn Sriver, Director, Office of Educator Licensing and Development

SUBJECT: IMAP Online Enrollment Using the Teacher Online Licensing System (TOLS)

DATE: July 18, 2008

The Office of Educator Licensing and Development is now processing online Indiana mentoring and Assessment Program (IMAP) enrollments. As schools prepare to transition from using paper enrollments to submitting online enrollments, please note two critical items which are attached: 1) Version 1.0 of the TOLS User's Guide and 2) a Contact Information Request Form.

In order to process enrollments using the online system, you will need to be assigned a School Corporation User Account. Login information can be supplied after completing the information Request Form and by submitting it by email to Brian Creighton, Database Analyst: bcreight@doe.in.gov. When completing the form, be sure to supply **a valid e-mail address** to which the corporation's user name and initial password will be sent. The October 1 deadline for enrollment is still in place. All beginning educators, including beginning teachers, administrators, and school service personnel, may be enrolled using this system. You may use the online system to enroll individuals who are required to complete IMAP under Rules 2002 as well as those who are required to complete the one-year, Beginning Teacher Internship Program under Rules 46-47. The Office of Educator Licensing and Development **will no longer** accept paper enrollment forms.

NOTE: The TOLS IMAP User's Guide is divided into two primary sections: 1) Instructions for the School Corporation User and 2) Instructions for the Individual User. These items have been posted on our website: <http://www.doe.state.in.us/dps/>.

If you have questions or need assistance with your corporation user account after submitting the Information Request Form, please contact Brian Creighton. For other inquiries, please use the IMAP Helpline: IMAPhelp@doe.in.gov or call 317-222-9010.